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IMC Message: I-00-Jul-10

IMC Effective Date: 20 Aug 2000

From MHR-PE

Subj IMC 1, USMEPCOM Regulation 600-23 (USMEPCOM Military Personnel Program)

To HQ USMEPCOM Directors and Special Staff Officers
Sector and MEPS Commanders

1. Purpose. This interim message change (IMC) officially—

- Changes notification procedures for Army and Air Force Promotion Boards results.
- Changes wording of awards.
- Changes MEPCOM Military of the Year award.
- Deletes chapter 9, Casualty Reporting and Notification Assistance.

2. New and/or changed material. The new and/or changed material has been annotated by the underscore/ strikethrough method. File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) from/to USMEPCOM Regulation 600-23, 29 December 1999, as follows:

Remove pages	Insert pages
iii	iii
5-3 through 5-6	5-3 through 5-6
6-1 through 6-4	6-1 through 6-4
7-3	7-3
9-1	
A-3	A-3
B-1 and B-2	B-1 and B-2

3. Implementation. This IMC is released for implementation on the effective date shown above.

4. USMEPCOM Electronic Pubs/Forms Library. The IMC transmittal message page and its page changes will be uploaded to the USMEPCOM Intranet (MEPNET) and the electronic library within 72 hours after initial distribution via the Command Message System.

a. MEPNET: <https://mepnet.mepcom.army.mil>. File names:

Transmittal message: 600-23RIIM
Page changes: 600-23RII

b. U drive (HQ USMEPCOM and sector users only): U:\common\pubs\mepcom\regs. File names:

Transmittal message: 60023ilm.doc
Page changes: 60023ril.doc

5. Comments/suggested improvements. Users may submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum through sector to the content point of contact (POC) in paragraph 6a.

6. POCs.

a. The POC for the contents of this IMC is GySgt Anderson at DSN 792-3680 ext. 7180 or commercial (847) 688-3680, ext. 7180.

b. The POC for electronic distribution of USMEPCOM publications and forms is SGT Hill at DSN 792-3680 ext. 7738, commercial (847) 688-3680 ext. 7738, or e-mail 1hill@mepcom.army.mil.

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5-7. Stripes for Exceptional Performers (STEP)

The STEP Program was established in 1980, it is designed to meet those unique circumstances in which, in the commander's judgement, clearly warrant promotion. Annually HQ AFPC announces the number of STEP quotas for each command. Historically, USMEPCOM has been authorized one quota which may be used to promote one staff sergeant (E-5) to technical sergeant (E-6) or one technical sergeant to master sergeant (E-7). Air Force NCOs submitted for STEP promotion consideration must meet basic eligibility requirements. Personnel nominated for promotion to technical sergeant must have 5 years time in service, personnel promoted to master sergeant must have 8 years time in service and have completed the in-resident NCO Academy. An individual may not receive more than one promotion in any 12-month period.

a. Applicability. The STEP program applies only to active duty Air Force enlisted personnel.

b. Policy.

(1) MHR-PE provides specific instructions for submitting STEP nominations on Air Force personnel assigned to USMEPCOM annually when the quotas are announced. The STEP program is governed by AFI 36-2502 (Airman Promotion Program).

(2) USMEPCOM is allocated STEP promotion quotas each fiscal year from HQ AFPC to promote highly deserving airmen to the grades E-5 through E-7. The date of rank and effective date of promotion will be the date that the Commander, USMEPCOM, announces the selection.

(3) STEP is intended to provide a means to promote airmen for compelling, although perhaps non-quantifiable, reasons. Consideration should emphasize the degree in which the airman's potential qualifies him or her for service to the next higher grade. The airman should essentially be performing above his or her present grade level. Isolated acts of heroism or specific achievements will not be the sole basis for promotion under this program. Specific achievements should be recognized via awards and decorations.

5-8. Announcement of centralized promotion selection boards

a. Announcement of centralized board convening information.

(1) MHR-PE will notify sectors and MHC by memorandum (see fig. 5-1). A copy of the memorandum will be maintained by MHR-PE and will be filed in accordance with each Services' promotion directives.

(2) Memorandum will include pertinent board information.

(3) Memorandum will provide suspense date for evaluations to arrive at HQ USMEPCOM requiring remarks by Commander, USMEPCOM, or Deputy Commander, USMEPCOM.

(4) Memorandum will provide a list of eligible USMEPCOM personnel.

(5) Sectors and MHC will verify information provided above and will provide changes within 10 working days of MHR-PE's memorandum date.

b. Confirmation of eligible personnel for centralized promotion/selection boards

(1) Approximately 1 month prior to the release date (or when the prepositioned promotion results message is received for Army/Air Force), MHR-PE will send sectors and MHC a memorandum verifying eligible personnel (see fig. 5-2).

(a) Memorandum will include information provided by sectors and MHC in paragraph a above.

(b) Sectors/MHC will reverify eligible personnel and provide changes not later than 5 working days from the date of MHR-PE's memorandum.

(2) Information provided will be used to screen promotion results.

c. Notification of results

(1) Army/Air Force board results are prereleased to Commander, USMEPCOM. Commander, USMEPCOM will release promotion information in accordance with (IAW) the release message.

(2) Navy, Marines, and Coast Guard board results are released by ALNAV/MARADMIN messages.

(3) MHR-PE will screen all promotion release messages to determine selection status for all USMEPCOM personnel. MHR-PE will:

(a) Prepare statistical information comparing USMEPCOM results to the Service results.

~~——(b) For Army and Air Force boards, notify sector commanders at 1300 Central Standard Time on the date prior to the release date via e-mail/FAX.~~

(c) Prepare congratulatory notes for the Commander, USMEPCOM.

~~——(4) For Army: Sector commanders will establish procedures to notify nonselect personnel the day prior to the public release date of the board results. Sector commanders will establish procedures to notify personnel selected for promotion on the day of public release.~~

~~——(5) For Navy, Marine, Air Force, and Coast Guard: Sector commanders will establish procedures to notify selected/nonselected personnel upon notification from MHR-PE.~~

5-9. Promotion of centrally selected personnel

a. MHR-PE will notify sectors and MHC of sequence number/promotion information.

b. Sectors will establish procedures to forward information to the appropriate MEPS commander.

c. MEPS commanders will establish procedures to secure appropriate promotion documents from servicing military personnel center.

(Appropriate Letterhead)

S: +10 work days

MHR-PE

Date

MEMORANDUM FOR

Commander, MHC, USMEPCOM
 Commander, Eastern Sector, USMEPCOM
 Commander, Western Sector, USMEPCOM

SUBJECT: Announcement of FY98 (Service) (Rank) Promotion Board Convening Information

1. References.

- a. Board Announcement Message.
- b. Applicable Service Regulations.

2. The (Service) will convene a selection board on (date) to consider (current rank) for promotion to (next higher rank). Please see the promotion message at enclosure 1. Personnel eligible for consideration have the following dates of rank:

Above the Zone (AZ)	Promotion Zone (PZ)	Below the Zone (BZ)
Applicable Dates	Applicable Dates	Applicable Dates

3. Personnel Evaluations. See paragraph ___ of attached message for specific information pertaining to personnel evaluations eligible for consideration by the board. Please note that all mandatory or optional evaluations must be received at (Service headquarters) NLT (date). Evaluations requiring HQ USMEPCOM Command Group signatures/input must be received in draft format, NLT (30 days prior to published through date).

4. According to the USMEPCOM PIMS database, the following personnel are eligible for consideration by this selection board:

Name	Date of Rank	Zone
------	--------------	------

5. Commanders must verify the eligibility of the personnel listed in paragraph 4 and submit additions, deletions and changes not later than the suspense provided above. Commanders must also provide a list of personnel eligible for a board related evaluation.

6. Point of contact is (MHR-PE Service representative) at (telephone number).

FOR THE COMMANDER:

Encl
 as _____

John N. Doe
 Lieutenant Colonel, USAF
 Director, Human Resources

Figure 5-1. Sample announcement memorandum of a centralized promotion/selection board

(Appropriate Letterhead)

S: +5 work days

Date

MHR-PE

MEMORANDUM FOR

Commander, MHC, USMEPCOM
 Commander, Eastern Sector, USMEPCOM
 Commander, Western Sector, USMEPCOM

SUBJECT: Confirmation of USMEPCOM Eligible Personnel for the FY98 (Service) (rank) Promotion Board

1. References.

a. USMEPCOM Memorandum, Subject: Announcement of FY98 (Service) (rank) Promotion Board Convening Information, Dated (same as original memorandum).

b. Board Announcement Message.

c. Applicable Service regulations.

2. The (Service) convened a selection board on (date) to consider (current rank) for promotion to (next higher rank). The release date is scheduled for (date). Personnel eligible for consideration have the following dates of rank:

Above the Zone (AZ)

Promotion Zone (PZ)

Below the Zone (BZ)

Applicable Dates

Applicable Dates

Applicable Dates

3. Attached as enclosure 1 is a copy of your command's response to reference A. Commanders must reverify the eligibility of the personnel listed on the attached. Submit additions, deletions and changes no later than the suspense date above.

4. Point of contact is (MHR-PE Service representative) at (telephone number).

FOR THE COMMANDER:

_____/SIGNED/
 Encl _____ John N. Doe
 as _____ Lieutenant Colonel, USAF

Director, Human Resources

_____/SIGNED/
 Encl _____ John N. Doe
 as _____ Lieutenant Colonel, USAF

Figure 5-2. Sample confirmation memorandum of eligible personnel

Chapter 6

Military Personnel Decorations and Special Recognition Program

6-1. Overview

It is the policy of USMEPCOM to recognize the contributions of our military personnel in the form of joint military decorations and other forms of recognition. Levels of awards must be commensurate with the individual's contribution for both impact awards (for specific event or achievement) and sustained superior performance (tour awards). Award recommendations must also be commensurate with the member's degree of responsibility. Since USMEPCOM is a jointly staffed command, joint awards should be considered before service specific awards. This does not preclude a recommendation for a Service specific award (e.g., Meritorious Service Medal). As an exception, Service specific awards may be considered for retirement awards.

6-2. Process

a. Recommendations for military decorations will follow the Department of Defense (DOD) 1348.33M (Manual of Military Decorations and Awards). To facilitate this process, DA Form 638 (Recommendation for Award) will be used to ensure award eligibility is consistent throughout the command in a standardized format. Anyone can recommend an award, however, the minimum level of authority for further processing the award request is a commander, director, or special staff officer. Sectors have the option of boarding awards or developing a different methodology for managing their awards and recommendations.

b. Nominations for special recognition programs (e.g., Military Member of the Quarter, Navy Shore Sailor of the Year, Air Force Twelve Outstanding Airmen, etc.) will be in memorandum format or as directed, routed and endorsed through all levels of command. File copies of award recommendations under file number 672-5-1b and retain for 2 years.

6-3. Authority

a. **Military awards.** The Commander, USMEPCOM, has the authority to award the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM). The Commander, USMEPCOM delegates, the authority to award the JSAM to each sector commander. Sector commanders may downgrade JSCM recommendations and award the JSAM. Further delegation is prohibited. Higher level awards will be processed through the Commander, USMEPCOM. The Director, Human Resources will forward Service specific awards to the appropriate approval authority.

b. **USMEPCOM certificates.** All levels of command have the authority to publish USMEPCOM certificates of commendation, appreciation, achievement, and teamwork.

6-4. Recommendations

a. **Military decorations.** All award recommendations will be submitted on DA Form 638. A complete award recommendation will consist of the following documents: A completed DA Form 638 (instructions for obtaining and completing this form are in app. D) and a proposed narrative citation.

(1) Citations are prepared on 8 ½ by 11-inch plain bond paper. The citation will not exceed 16-single space lines and the font will be 14-point Times New Roman. The page will be formatted as portrait. See figure 6-1.

(2) Opening sentence must identify the awardee by grade, name, duty assignment, location and inclusive dates. Confine the closing to one sentence and personalize the summation by using of the awardee's name and his or her attributes.

(3) For “retirement awards,” use the word “long” in the closing sentence only for over 30 years of service.

(4) For JSAM, do not use the words “singularly” and “great” in the closing sentence of the citation.

(5) Award certificates will be used without reference to number of oak leaf clusters.

(6) Sample sentences for citations:

(a) Defense Superior Service Medal (DSSM):

1. Opening sentence: Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Colonel Jones’ distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Colonel Jones’ distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

(b) Defense Meritorious Service Medal (DMSM):

1. Opening sentence: Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Major Jones’ distinctive accomplishments reflected great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Major Jones’ distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflected great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

(c) Joint Service Commendation Medal (JSCM):

1. Opening sentence: Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Lieutenant Commander Jones’ distinctive accomplishments reflected credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Lieutenant Commander Jones’ distinctive accomplishments culminated a (long and) distinguished career in the service of her country and reflected credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

4. Closing sentence for separation: Lieutenant Commander Jones' distinctive accomplishments while serving her country reflected credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

(d) Joint Service Achievement Medal (JSAM):

1. Opening sentence: Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) from (month year) to (month year).

2. Closing sentence: Sergeant Jones' distinctive accomplishments reflected credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

b. Special recognition programs. Commanders are highly encouraged to develop local recognition programs to reward our top performers. Programs may also include participation in local programs (i.e., Federal Employee of the Year, Navy League of the United States, or community awards). Use this special avenue of reward to the fullest extent possible. MHR-PE will issue guidance, procedures and other logistical information for supporting these prestigious programs.

6-5. Certificates

Certificates will be awarded when occasions do not warrant a higher award. Certificates should be awarded at the lowest level possible. Commanders, directors, and special staff officers at all levels may award the following certificates: USMEPCOM Form 600-23-4 (Letter of Commendation), USMEPCOM Form 600-23-1 (Teamwork Award), USMEPCOM Form 600-23-2 (Certificate of Appreciation), USMEPCOM Form 600-23-3 (Certificate of Achievement). A proposed citation (5-10 lines) should accompany these certificates when they are submitted to HQ USMEPCOM. The certificates may be requisitioned from the HQ USMEPCOM Official Mail Distribution Control Center by faxing a completed DA Form 17 (Requisition for Publications and Blank Forms) to commercial (847) 688-3443 or DSN 792-3443.

6-6. Timeliness

Suspenses for awards to arrive at HQ USMEPCOM for processing awards (from desired date of presentation) are as follows:

Defense Superior Service Medal (DSSM)	150 Days
Defense Meritorious Service Medal (DMSM)	120 Days
Joint Service Commendation Medal (JSCM)	60 Days
Joint Service Achievement Medal (JSAM)	30 Days
Service specific awards	120 Days
Certificates	30 Days

**CITATION TO ACCOMPANY THE AWARD OF
THE DEFENSE MERITORIOUS SERVICE MEDAL
TO
ANTHONY J. JONES**

Lieutenant Colonel Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious service as Commander, Los Angeles Military Entrance Processing Station, from July 1996 to June 1999. Among his numerous accomplishments, Colonel Jones played a key role in the development of the . . . ~~The Distinctive accomplishments of~~ Colonel Jones distinctive accomplishments reflect great credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

Figure 6-1. Sample of a completed award citation

(c) Current events from local, national, or international sources. Items can be derived from radio, television, or newspapers.

(d) Chain of command questions which pertain to USMEPCOM and the parent Service of the candidate.

(e) Accomplishments, self-improvement, and unit/community involvement.

(4) Each board member will be prepared to ask five questions per subject and award 2 points per correct answer.

7-4. USMEPCOM Military Member of the Year

The USMEPCOM Military Member of the year will be selected by the representatives from the two sectors and the MHC representative. Criteria for Enlisted Member of the Quarter applies. Nominees will personally appear at the annual Military Member of the Year Board. Board members will be selected by the SEA. The USMEPCOM SEA will serve as the president of the board.

7-5. Awards

a. Military Member of the Quarter (MHC and MEPS) may receive, but is not limited to:

- (1) Congratulations from the MHC/MEPS commander.
- (2) A USMEPCOM Form 600-23-3 from the USMEPCOM Deputy Commander/sector commander.
- (3) A 72-hour pass in conjunction with a 2-day weekend.
- (4) An exemption from extra duties during the entire next quarter.

b. Military Member of the Year (MHC and sectors) may receive, but is not limited to:

- (1) A USMEPCOM Form 600-23-3 and congratulations from the MHC/MEPS commander.
- (2) JSCM.
- (3) A 72-hour pass (in conjunction with a 2-day weekend).
- (4) Exemption from extra duties during the entire next year.

c. USMEPCOM Military Member of the Year may receive, but is not limited to:

- (1) ~~DMSM subject to Training and Doctrine Command (TRADOC) approval.~~ JSCM.
- (2) A 96-hour pass (in conjunction with a 2-day weekend).
- (3) Exemption from extra duties during the entire year.

d. Winners will receive only one military decoration commensurate with the highest level at which they win. ~~For example, if the sector winner is selected as the HQ USMEPCOM winner that person would be recommended for the DMSM. If the sector winner was not selected as the USMEPCOM winner, then that person would receive a JSCM.~~

Chapter 9

Casualty Reporting, Notification, and Assistance

9-1. Overview

~~MEPS commanders will comply with governing regulations from each service for casualty reporting, notification, and assistance. MEPS commanders will maintain serious incident reports (SIRs) under file number 190-40a and destroy 1 year after completion or receipt of final report. MHR-PE will maintain SIRs and retain IAW each Services' regulation.~~

9-2. Process

~~a. Casualty reporting.~~

- ~~—(1) Contact the servicing personnel support organization IAW Service regulations.~~
- ~~—(2) Submit a SIR IAW USMEPCOM Reg 5-5 (Security, Safety, and Special Programs).~~
- ~~—(3) Continue to update chain of command with follow up SIR.~~

~~b. Next of kin notification (NOK).~~

- ~~—(1) USMEPCOM personnel will not normally do NOK notification. If tasked by a Service, MEPS will make every effort to support. If MEPS is unable to comply, they must notify HQ USMEPCOM, ATTN: MHR-PE.~~
- ~~—(2) USMEPCOM will notify NOK of USMEPCOM personnel whenever possible after coordinating with servicing casualty assistance office(r) (CAO).~~
- ~~—(3) Counsel appointed NOK notifier IAW unit standard operating procedures (SOP) and have the CAO contact the servicing personnel support organization for further guidance.~~

~~c. CAO duty.~~

- ~~—(1) MEPS will maintain a duty roster.~~
- ~~—(2) Counsel appointed CAO IAW unit SOP and contact the servicing personnel center for further guidance.~~
- ~~—(3) Notify HQ USMEPCOM, ATTN: MHR-PE, of tasking requirement.~~

Section IV (The form(s) prescribed by this publication. Users must use to comply with this regulation.)
Prescribed Form(s)

USMEPCOM Form 600-23-1

Teamwork Award. Cited in paragraph 6-5.

USMEPCOM Form 600-23-2

Certificate of Appreciation. Cited in paragraph 6-5.

USMEPCOM Form 600-23-3

Certificate of Achievement. Cited in paragraph 6-5.

USMEPCOM Form 600-23-4²

Letter of Commendation. Cited in paragraph 6-5.

USMEPCOM Form 600-23-5-R-E²

Personnel Assignment Worksheet. Cited in paragraph 3-2b(2).

Section IV

Prescribed File Number(s) (The file number(s) this regulation prescribes the user to file specific documents under.)

~~190-40a~~

~~Serious incident reports. Cited in paragraph 9-1.~~

640a

Informational personnel files. Cited in paragraph 3-4.

672-5-1b

Military award cases. Cited in paragraph 6-2.

Note:

2. Available electronically in the USMEPCOM Electronic Pubs/Forms Library.

Appendix B**Management Control Evaluation Checklist – Military Personnel Management and Administration****B-1. Function**

The function covered by this checklist is military personnel management and administration.

B-2. Purpose

The purpose of this checklist is to assist commanders and first sergeants in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, others). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

- a. Does the MEPS/sector have access to the following Service directives?

AR 623-105 (Officer Evaluation Reporting System)
AR 623-205 (Enlisted Evaluation Reporting System)
AR 600-20 (Army Command Policy)
AR 600-37 (Unfavorable Information)
AR 600-8-10 (Leaves and Passes)
AR 600-8-11 (Reassignment)
MCO P1610.7 (series) (Performance Evaluation System)
MCO P1610.12 (Marine Corps Counseling Program)
MCO P1050.3 (Leave and Liberty)
MCO P1000.6 (Assignment, Classification, and Travel System Manual (ACTSMAN))
MCO 1320.11 (Sponsorship)
Bureau of Naval Personnel Instruction (BUPERSINST) 1610.10 (Navy Performance Evaluation and Counseling System)
Secretary of the Navy Instruction (SECNAVINST) 7220.81 (Leave Authorization)
Navy Military Personnel Manual (MILPERSMAN)
AFI 36-2402 (Officer Evaluation System)
AFI 36-2403 (The Enlisted Evaluation System)
AFI 36-2907 (Unfavorable Information File (UIF) Program)
AFI 36-3003 (Military Leave Program)
AFI 36-2110 (Assignments)
AFI 36-3208 (Administrative Separation of Airmen)
COMDTINST M1000.6 (United States Coast Guard Personnel Manual)

YES NO REMARKS: _____

- b. Does the MEPS have procedures in place to make liaison with the servicing military personnel centers for all branches of Services (i. e., contact telephone numbers and mailing addresses)?

YES NO REMARKS: _____

c. Is the MEPS/sector coordinating with the HQ USMEPCOM (MHR-PE) and appropriate servicing personnel center to update the military personnel data system? (DA Pam 600-8-1, OPNAVINST 1000.23A, and MCO P5000.14C)?

YES NO REMARKS: _____

d. Does the MEPS/sector submit pay and leave related transactions on transmittal documents through the servicing personnel center to the servicing finance and accounting office?

YES NO REMARKS: _____

~~e. Does the MEPS/sector have a standing operating procedures (SOP), to include contact telephone numbers for all Services, for casualty procedures and the reporting of casualty information?~~

~~YES NO REMARKS: _____~~

f. Does the MEPS/sectors have a system in place to ensure performance evaluation reports are submitted on time and when required? (AR 623-105/AR 623-205/BUPERSINST 1610.10/AFI 36-2402/AFI 36-2403/MCO P1610.8 and COMDTINST M1000.6)

YES NO REMARKS: _____

g. Does the MEPS/sector have an active sponsorship program?

YES NO REMARKS: _____

h. Does the MEPS/sector have a program in place to ensure timely submissions of awards?

YES NO REMARKS: _____

B-5. Supersession

This checklist replaces the checklist in IMC 1 to USMEPCOM Reg 600-15 (Casualty Reporting) released 25 Jan 99.

B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: MHR-PE, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

B-7. Use of DA Form 11-2-R

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. Evaluations at the MEPS must be documented on this form (see fig. B-1). To use the form, just fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty, etc.). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) or whatever method used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self explanatory. The certification is made by the person in charge of the area evaluated.